

CITY OF RIVERSIDE

Building & Safety Division

Phone: (951) 826-5697



❖ HOW TO OBTAIN A SPECIAL INSPECTION ❖

- (1) These inspections are intended to assist the homeowners in bringing **non-permitted** construction into compliance with the code. Special arrangements to inspect only specified portions of the structure (i.e. garage, patio, pool, shed) may be requested by the applicant. However, the compliance letter will specify that only those specific areas were inspected.
- (2) After obtaining your special inspection permit you must call for an inspection at (951) 826-5361 between 8:00 am and 5:00 pm for a next day inspection.
- (3) After you have scheduled your inspection, you may call between 7:30 am to 8:00 am the morning of the inspection to confirm your inspection and arrange an approximate time with your inspector at (951) 826-5697.
- (4) Inspections of occupied or furnished houses require an adult be present during the inspection. (A minor child will not be acceptable.)
- (5) If the house is vacant, you must arrange entrance with the Building Inspector prior to the inspection by calling between 7:30 am and 8:00 am the morning of the inspection.
- (6) If the house is occupied by a tenant, then the owner requesting the inspection must make arrangements with the tenant to allow the inspection.
- (7) A brief but thorough inspection will be made by a City Building Inspector and a written report of the results of the inspection will be mailed to the applicant within 10 working days.
- (8) Any violations noted by the inspector **must be corrected and/or disclosed to prospective buyers of the property.**
- (9) Certain types of violations may require you to obtain a building permit from the Building and Safety Division, which may require that plans be drawn. Further inspection of the violations will be performed at your request after permits have been obtained and the necessary corrections have been made.
- (10) Compliance letters will not be issued if violations are identified by the inspector. However, after obtaining the appropriate permits and inspection approvals, a letter of compliance will be provided to you upon request.
- (11) Special Inspection permit will expire 180 days from date of issuance if no special inspection has been requested.